

Zephyr Elementary School



2022-2023
Student Handbook

Be Safe Encourage Others Excel in All We Do Zephyr Pride

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WELCOME

On behalf of the faculty, staff, and administration, it is a pleasure to welcome you to Zephyr Elementary School. We hope that you will enjoy a successful and memorable school year. We proudly function as a team in the Whitehall-Coplay School District and here at the Zephyr Elementary School. You will often work in classes as a team, your teachers will function as partners or in a subject area or grade-level teams, and the office staff will work as a team in solving problems or celebrating your successes. We hope you will find positive ways to join our team. It is a winning team and we are proud of the work everyone here does on your behalf.

You are a student who is supported by your peers and the adults in this building. Our students have pride in themselves, their friends, their teachers, and this school. You should take every opportunity to excel while here at Zephyr. We hope you will make a positive contribution to the educational environment here. Your achievement will be a direct result of your efforts. We hope your efforts bring you success this year and in your life beyond our school.

In an effort to increase communication between home and school, this student handbook has been prepared for you. The student handbook is included in the front pages of the student agenda that is issued to each student on the first day of school. Please review the handbook in order to familiarize yourself with the expectations and policies of Zephyr Elementary School. The policies and procedures in this handbook serve to make our school function smoothly and help us better serve student needs. Other essential district and building level information can be found on our school website at www.whitehallcoplay.org.

The overall purpose of the agenda is to provide an organizational tool for managing time and recording homework and other assignments. As an integral tool used for homework and time management, this planner should contain nothing that impedes the school's educational mission. It is to be kept free of offensive writing / materials. Except for the signature page, students should not tear any pages from the agenda. A cost of \$6.00 is assessed for a replacement agenda.

Please do not hesitate to contact the school if you have any questions regarding the student handbook or agenda. Thank you in advance for your cooperation and best wishes for a successful academic year.

Gabriel Dillard, Principal Zephyr Elementary School

WCSD MISSION STATEMENT

The mission of the Whitehall-Coplay School District is to serve the diverse community by providing educational opportunities designed to challenge students to strive for personal excellence and responsible citizenship.

VISION

- The Whitehall-Coplay School District seeks to create a positive environment where students, parents / guardians and the community feel welcome and a sense of belonging.
- Our schools and campus setting become the focal point for our diverse student body to realize multiple opportunities for academic growth and extracurricular activities.
- Our district employees are committed to carrying out the district's mission, vision, and shared values.
- All Whitehall-Coplay School District staff display a strong sense of pride, dedication, mutual respect, and strong work ethic.
- Whitehall-Coplay School District's vision is to support and nurture learning, achievement, belonging, and a sense of responsible citizenship among all of its diverse stake-holders.

ZEPHYR ELEMENTARY SCHOOL CONTACT INFORMATION

2934 Zephyr Boulevard
Whitehall, PA 18052
Phone: (610) 871-3671
Fax: (610) 871-3672

Office Hours - 8:00 AM – 4:00 PM

Principal - Gabriel Dillard	dillardg@whitehallcoplay.org
Assistant Principal - Amanda Kusko	kuskoa@whitehallcoplay.org
School Psychologist - Michelle Beck	beckm@whitehallcoplay.org
School Counselor - Brittany Rabe	rabeb@whitehallcoplay.org
Secretary to the Principal - Candy Shultz	shultzc@whitehallcoplay.org
Office Secretary - Carolyn Bobyak	bobyakc@whitehallcoplay.org
School Nurse – Diane Eraifeg	eraifegd@whitehallcoplay.org

4TH GRADE TEACHERS

Maria Brody	brodym@whitehallcoplay.org
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Elizabeth Wehr	wehre@whitehallcoplay.org

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5TH GRADE TEACHERS

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Amy Stinner	stinnera@whitehallcoplay.org

4TH AND 5TH GRADE SPECIALTY TEACHERS

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Abigail Watson	watsona@whitehallcoplay.org

IMPORTANT DATES

Mon., Aug. 29	First Day of School for Students
Fri., Sep. 2 – Mon., Sept 5	Labor Day Holiday
Mon., Oct. 10	Professional Development Day
Fri., Nov. 18 – Tues., Nov.22 (Noon Dismissals)	Elem. Conferences (No lunches served)
Wed. Nov. 23 – Mon., Nov., 28	Thanksgiving Holiday
Thurs., Dec. 23 – Mon., Jan 2	Winter Break
Mon., Jan. 16	Martin Luther King, Jr. Holiday
Fri., Feb. 17	Professional Development Day
Mon., Feb. 20	Presidents' Holiday
Fri., March 10	Professional Development Day
Thurs., April 6 – Mon., April 10	Spring Break
Mon., May 29	Memorial Day Holiday
Fri., June 9	Last Student Day

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent in order to release any information from a student's education records. FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- school officials with a legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organization;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and/or
- state and local authorities, within a juvenile justice system, pursuant to specific state law.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities because of race, sex, or handicap. The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities because of race, sex, or handicap. This policy of non-discrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws.

NON-DISCRIMINATION/TITLE IX SEXUAL HARASSMENT

The Whitehall-Coplay School District is an educational entity that believes in ensuring a safe, nurturing, healthy and non-discriminatory learning and teaching environment for all members of the school community. The Board also believes in ensuring the opportunity for all members of the school community to reach their full potential through access and participation in all District educational activities and programs.

Statement on Non-Discrimination

The Whitehall Coplay School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin, or age in its education programs and activities. The protection against discrimination extends to employment.

On May 19, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), published amended federal regulations implementing Title IX, the federal statute addressing discrimination on the basis of sex in education programs and activities. The regulations become effective on August 14, 2020.

In compliance with the new Title IX regulations, the Whitehall Coplay School District designates Mr. Christopher A. Schiffert, Assistant to the Superintendent as the Title IX Coordinator. Contact information for Mr. Schiffert is as follows: 2940 MacArthur Road, Whitehall, PA 18052, 610-439-1431, schiffertc@whitehallcoplay.org

Any questions regarding Title IX or the application of related policies can be directed to the Title IX Coordinator.

Policy 103: Discrimination/Title IX Sexual Harassment Affecting Students Policy 104:

Discrimination/Title IX Sexual Harassment

Affecting Staff

As part of Title IX compliance, the Whitehall-Coplay School District Title IX personnel underwent extensive training, covering the understanding of new regulations and how to effectively implement the new regulations.

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MEDIA RELEASE POLICY

Throughout the school year, individual and small group photographs and video recording may be taken of students as they participate in various academic and non-academic activities. These may be used to publicize and promote district activities or may be for team activities. It is assumed that your child may be photographed unless permission is denied during registration.

FIELD TRIP POLICY

Your child may have the opportunity to attend educational trips throughout the school year. Specific information regarding the purpose, timing, and logistics of trips will be provided prior to the date of the trip. If your student has a severe health condition, please contact the school nurse at least one week prior to the field trip so that proper arrangements can be made.

ACCEPTABLE USE POLICY AND STUDENT TECHNOLOGY POLICY

All students and parents should familiarize themselves with the [WCSD Acceptable Use Policy](#), found on the district site. In addition, the use of proxies to bypass District filtering is not acceptable and violates School Board Policy No. 815: Acceptable Use of the Internet. Chromebooks should be used for educational purposes only. Students shall not visit vulgar or pornographic websites or view or transfer materials that are not suitable for an educational environment. Be cautious about clicking on questionable links or links from unknown sources. Students shall not use Chromebooks to bully, harass, or intimidate other students. Students who violate the Acceptable Use Policy, WCSD User Agreement, or School District Policy while using school district-issued Chromebooks will be subject to disciplinary action.

CHROMEBOOKS

Whitehall-Coplay School District is committed to providing equitable technology access to all students. Currently, all students in grades K-12 are provided with a Chromebook that remains with them for the duration of the school day. Please refer to [Chromebook Help](#) section of the District Website for more information regarding the use of a Chromebook.

VOLUNTARY TECHNOLOGY FEE

To protect against accidental damage of student Chromebooks, Whitehall-Coplay School District will offer a voluntary technology fee for the **2022-2023 school year**. The window to pay the technology fee will open now through September 16, 2022. The coverage period will run from the date of payment through June 30, 2023. The technology fee may be paid online using [MySchoolBucks.com](#) or by making a cash payment in the Main Office. Families who opt-out of the technology fee will be responsible for repair or replacement costs for any damage incurred. If the technology fee is paid the first accident requiring a repair will be covered. The second accident during the same year will result in a charge of the cost of the repair to a maximum of \$50. The third accident requiring repair will result in the entire cost of the repair to be charged to the student. If the technology fee is not paid, the non-warranty repair cost will be assumed by the student. For any damage determined to be misuse, neglect, intentional damage, or lost/stolen device, the cost is the actual cost of repair or replacement of the device, currently \$300. If a power adapter, case (if provided), or other accessories are damaged or lost, the parent/student is responsible for the full cost of replacement, currently \$40-\$60 (depending on the model) for the adapter and \$10 for the carry case. Please contact your child's building principal with any questions regarding the voluntary technology fee.

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SUPPORT SERVICES

WHITEHALL INTERVENTION TEAM (WIT)

WIT is in place to help students in regular classrooms who are unable to make sufficient educational progress and continue to experience poor grades. The program centers on the student's team of teachers working in conjunction with the guidance counselors, psychologist, and administrators to assess and design strategies and provide remediation to ensure that the student is receiving the appropriate instructional program. This process and other school services are used prior to referral for any special education assistance. A parent or staff member may receive more information about this program by contacting the school's guidance counselor.

STUDENT ASSISTANCE PROGRAM (SAP)

The Zephyr SAP team helps students who are having academic and/or behavioral difficulties. It is the goal to work with these students, their parents and teachers to help them be more successful in school.

ATTENDANCE

All students should be punctual and attend school daily. When a student is absent from school, the parent/guardian must call the school office at (610) 871-3671 ext. 1501 as early as possible (before 9:30 a.m.) to report a child's absence. **With all absences, an excuse from home explaining the absence is due within three days of the student's return to school. The excuse must be dated and must contain the dates of absence, reason for absence, and parent/guardian signature.** The excuse should be submitted to the classroom teacher or submitted online via the link sent through Swift Messaging. **Students are marked unexcused until a note has been received.**

An excused absence permits the student to make up missed assignments. **It is the student's responsibility to speak with the teacher and make up any missed work upon return to school.** The time limit for make-up work shall be at the discretion of the teacher. If a student is to be absent for an extended period of time, special arrangements for school work should be made by contacting the school **by 10:00 a.m.** in order to facilitate the collection of homework. **Such requests should only be made if the absence will extend for more than one day.**

NOTE: If a written excuse is not provided in a timely manner, the absence will become unexcused, which is an illegal absence. If an absence is deemed **truant**, legal and disciplinary procedures may follow.

The School Code of Pennsylvania provides that everyone between the ages of six (6) and eighteen (18) must attend school. The only legal excuses for absence are personal illness, quarantine, death in the immediate family, religious holiday, or other exceptional reasons as deemed appropriate by the school administration. An excused absence is counted as an absence. **All absences are unexcused/illegal unless a parent/guardian or doctor note is received in the attendance office.**

An absentee excuse must be provided within three (3) school days of the absence. Excuses should include the student's name and grade, date(s) of absence, reason for the absence, and a parent/guardian signature. [Absentee excusal forms](#) are available in the main office or online. Parents may submit electronically using the link sent to the parent/guardian on the day of the absence. **If a written note is not received within 3 days, the absence will be marked unexcused/illegal.**

COVID-19: Any absences accrued due to mandatory quarantine orders will be considered Excused/Lawful absences as dictated by [Board Policy #204](#). Be advised, students and parents are required to monitor signs and symptoms of illness on a daily basis. Please refer to the [COVID Quick Reference Student Screener](#) for additional guidance on daily student screening. Due to the evolving nature of state regulations and guidelines, please refer to the current [PA Department of Education](#) for additional guidance. **Please contact Zephyr Elementary staff immediately if your child has been ordered to quarantine.**

Parents/Guardians are expected to call the main office at 610-871-3671, 1501 as early as possible (before 9:30 a.m.) to report a child's absence. If there is no answer, leave a voice message. **The phone call must be followed by a written note upon the student's return to school to identify the absence as excused.**

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An excused absence permits the student to make up missed assignments. It is the student's responsibility to initiate the make-up work after returning to school. If a student is or will be absent for more than three consecutive days, the counseling office should be contacted for missed work at (610) 871-3671 ext. 1501.

ABSENTEEISM

Daily attendance in school is essential for a good education and for successful promotion to the next grade level. Students chronically absent from school cannot maintain the level of learning and achievement necessary for an adequate education. Poor attendance may result in the following:

- student/parent conference ([Truancy Elimination Plan Conference](#)) to ascertain cause(s);
- required written note excusing all dates of absence;
- risk of failing due to loss of instructional time;
- referral to a magistrate for a legal hearing and fines as indicated by PA state educational mandates;
- referral to Children & Youth Services; and/or
- ineligibility to participate in extracurricular activities (band, chorus, Key Club, etc.)

TRUANCY ELIMINATION PLAN (TEP)

Students sometimes experience difficulty in attending school, for a variety of reasons. The Truancy Elimination Plan is to assist these students and their families in developing skills and strategies to prevent truancy patterns. Valley Youth House works in collaboration with students, parents and the Zephyr Elementary staff to provide services to help improve student attendance.

EDUCATIONAL TOURS AND TRIPS NOT SPONSORED BY SCHOOL

Any student who intends to go on an educational trip during the school year must get **prior approval** from the principal by filling out an [Educational Trip Form](#), which can be obtained in the office. Trip request forms should be completed and submitted to the office **at least ten days prior to departure** date. All trip requests will be reviewed for true educational merit. Once approved, students will be responsible for contacting his/her teacher(s) to request school work, satisfactorily completing all work missed during his/her absence, and submitting the work within 5 days of his/her return to school. Educational trips are limited to 7 school days per year. **If a student has accumulated excessive absences from school, the building principal, by district policy, may decline a request of absence for educational trips. It is strongly requested that requests not be made during standardized testing periods.**

TARDINESS

Students are required to report to school on time. Students arriving late must report to the office with a note indicating the reason for tardiness. Unexcused lateness/tardiness to school does not establish good educational habits, causes a student to miss important instructional time, and disrupts the class setting. Repeated unexcused tardiness will result in home contact. Students chronically late to school without just cause - such as illness, medical/dental appointment, or other justifiable reason as per required parent/guardian note - will have school privileges restricted, may be required to make up their school work in after-school detention, and could be referred to Children and Youth Services for determination of adequate parental supervision.

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RESIDENCY WITHIN THE SCHOOL DISTRICT

You may be asked to furnish verification of your residency in the WCSD boundaries. Appropriate documentation must be presented to verify residency. The following items may serve as verification:

- Settlement papers from home purchase
- Rental agreement
- Current tax bill
- Moving permit
- Current bank statement
- Current pay stub

Verification of residency within the school district boundaries is required in order for students to become or remain enrolled in the school district. It is the responsibility of the parent/guardian to notify the school of any change of address.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

Students in homeless situations have the right to:

- Be identified as homeless and receive Title I services and other support to ensure their academic success.
- Be immediately enrolled in school despite their unstable housing situation and despite their inability to produce documents ordinarily required of students who have a permanent residence.
- Receive assistance in procuring school records.
- Be allowed to stay in the school they attended when they became homeless or the school in which they were last enrolled (called school of origin).
- Be transported from their current place of residence to the school of origin to reduce the need for them to transfer from school to school.
- Receive free school nutrition.
- Receive referrals to medical, mental health, dental, and other appropriate services.
- Receive assistance in acquiring school supplies, standard dress or uniforms, backpacks, and other provisions needed to succeed in school.

If you are experiencing homelessness, please contact our district's Homeless Liaison, Mr. Christopher Schiffert at schiffertc@whitehallcoplay.org.

WITHDRAWAL FROM SCHOOL

Only a custodial parent or legal guardian may withdraw a student from school. The parent/guardian must notify the school and request - either in person or by written request - appropriate documents for withdrawal. Information may be clarified by contacting office personnel. Notification of intent to withdraw should be given at least one week prior to the final day of attendance. All district-issued textbooks and Chromebooks must be returned and fines/debts to the school district must be satisfied in order for withdrawal to be approved.

Note: A student may not be enrolled in any other school district until withdrawal from the current school has been completed. The PA School Code allows a maximum of ten days for transition between schools. Time out of school exceeding ten days may result in fines placed upon the legal parent/guardian.

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EARLY DISMISSAL FROM SCHOOL

Students are not permitted to leave the school building from the time of arrival until dismissal at the end of the day without authorization. Leaving school property without proper authorization will result in disciplinary action. Should it be necessary for a student to leave school during the day, a written request from the parent is required. **The written request must be submitted to the office upon arrival for administrative approval.**

The school nurse or principal will excuse students due to illness or injury occurring during the school day. Parents will be notified promptly when student pick-up is necessary.

Students must sign-out in the office before leaving the building. In all instances, students must be picked up in the main office. **For security reasons all adults must present ID when picking up students.** Also, unless an alternate person is listed on a student's emergency form, only a parent/legal guardian may pick up a child.

WEATHER CLOSING/DELAY AND EARLY DISMISSAL

The decision to delay or close schools is made by the Office of the Superintendent. In the event of a closing or delay, announcements are made via the school messenger system, district website, local radio stations, television, and Channel 69. **It is the responsibility of parents and students to be aware of school delays/closings. Parents should not drop students off earlier than the announced time.**

GRADING/PROGRESS REPORTS/REPORT CARDS

The school year is divided into four marking periods nine weeks in length. Progress reports are available to view on the Parent Portal at the mid-marking period point. An online report card is issued to all students at the end of each marking period. Letter grades are used on report cards. Notification will be sent to parents when both progress reports and report cards have been posted and are available to view on the Parent Portal. The report card grade is a result of the various evaluations, including class participation and assessment of all written and homework assignments.

Grading Scale:

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82	
C+ 77-79	C 73-76	C- 70-72	D+ 67-69	D 63-66	D- 60-62	F 0-59

Z-HIVE MEMBERS

Zephyr acknowledges Honor Roll and High Honor Roll in all grade levels for each marking period. Achievement is as follows: Students may receive no grade lower than an A- in any core subject area and nothing less than an S in Special subject areas.

B.U.G. AWARD

Students who bring up at least 1 grade without having any grades drop in any subject will earn the **Bring Up Grades Award (BUG Award)**. Students will be honored at a quarterly assembly in front of their peers.

GRADE RETENTION/SUMMER SCHOOL

Students failing any major subjects are required to attend and successfully complete a summer school program at the family's expense for promotion to the next grade level. These students and their records will be reviewed by the school's academic review committee. Each case will be assessed individually based upon skill acquisition. Attendance in the summer school program is NOT a guarantee for grade-level promotion. The decision of the educational team will determine placement for the following school term. Failure to attend a required summer school course will result in grade retention.

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PASSES

Any student who leaves a classroom will sign out electronically. To leave the cafeteria, students must have a pass signed by a faculty or staff member. Violation of pass privileges may result in detention (lunch, recess, after-school.)

DRESS GUIDELINES

Students are required to dress appropriately for school. Student attire should always be neat, clean, and appropriate for a school setting. **Inappropriate clothing includes, but is not limited to the following:**

- clothing imprinted with inappropriate language, messages, or graphics;
- hats, gloves, scarves, bandanas, hoods, or other head coverings;
- outdoor coats, vests, or jackets;
- any clothing that does not provide adequate/modest coverage of the body;
- skirts, shorts, and skorts that are shorter than mid-thigh and that do not reach the fingertips with arms fully extended at sides;
- halter tops, tank tops, camisoles, or cropped tops; shirt straps should extend to or beyond shoulder area.
- excessively low-rise or folded down pants;
- clothing designed to be sleepwear;
- flip-flops, slides, slippers, or similar footwear; a strap around the ankle to secure footwear is required.
- chains or metal studded/spiked jewelry;
- sunglasses; and/or any item of clothing, jewelry, or ornamentation that creates a distraction to the educational setting.

LOCKERS

Each student is assigned a locker. Students are required to keep lockers locked at all times. It is the responsibility of students to keep the locker combination confidential. Students **MAY NOT** share their lockers or combinations with other students. Only school-issued locks may be used. Lock replacement cost is \$6.00.

Lockers are the property of the Whitehall-Coplay School District and may be searched at any time, provided there is a reasonable suspicion by administration that the contents of the locker may pose a threat to the health, safety, or welfare of a student or students at Zephyr Elementary School.

BOOKS

All students are issued textbooks. Students are responsible for lost books or damage to any school books/school property. If a book is lost or damaged, the student will be assessed the cost of the textbook. Books should be covered in order to protect them from damage or wear. All students are issued a school agenda at the start of the year. If lost, the agenda may be purchased at cost to the student. Unpaid bills are sent to the district office for collection. You will also be charged for the collection service.

OBLIGATIONS

While attending Zephyr Elementary School, it is the student's responsibility and obligation to maintain and return items lent to him/her, such as textbooks, workbooks, assigned tools, calculators, and library/reference books and Chromebooks. Should a student lose items lent to him/her, a bill will be sent home notifying the parent/guardian of the outstanding obligation(s). Loss of items may result in loss of privileges, such as borrowing a book from the library.

LOST AND FOUND

Lost articles should be reported to the teacher and/or office as soon as possible. Found articles should be given to the teacher and/or office so that the owners may claim them. Taking items that do not belong to you is a form of theft. A lost and found display table is located outside the school library. The lost and found table will be cleaned periodically, at which time unclaimed items will be discarded or donated to charity.

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PERSONAL PROPERTY

Students should limit carrying cash to only what is needed for the day. **The school will not be responsible for lost or stolen personal property.**

CELL PHONES

Cell phone use in school is governed under [District Policy 815: Acceptable Use of Electronic Communications](#), available in full text on the district web site. **Cell phones must be turned off and contained in lockers during the school day. Violation of policy will result in confiscation of cell phone and possible disciplinary action. Confiscated cell phones will be held in the main office and returned only to a parent/guardian.**

LUNCH

WCSD utilizes a computerized lunch payment program. Students may bring checks or cash for deposit into a personal lunch account. A personal identification number is used to access the account to deduct daily lunch costs. Students are reminded to notify parents when account balances become low. If the account becomes depleted, students may not be able to purchase food items. For this reason, parents are asked to keep track of student account balances which may be accessed online. Student accounts may be supplemented during morning homeroom. Students may also pay daily as food items are purchased. Bag lunches may be brought from home. Students may not bring beverages in glass containers. **The school office and cafeteria do not lend lunch money. No food or drink is to be consumed outside the cafeteria.**

All information regarding lunch can be found at <https://pa50000018.schoolwires.net/Page/3314>

If you are participating in the myschoolbucks program, their link is <https://www.myschoolbucks.com>

NURSE

A certified school nurse (RN, BSN) is on duty at Zephyr each day. If a student is determined to be ill, feverish, or contagious, the nurse will contact a parent/guardian immediately for student pick-up. In the event of an accident or injury, administration will make appropriate decisions and parents will be notified.

Medications - Students MAY NOT transport or keep any medication, except inhalers, with them in school. All medication must be kept in the health room under the nurse's supervision with a medication permission form signed by the parent on file. This policy includes over-the-counter medications, including Aspirin and Tylenol. Only the school nurse may dispense medication.

BUS TRANSPORTATION

Each student receives a letter at the start of the school year indicating the assigned bus number, time, and location of stop. **The assigned bus and bus stop must always be used unless a change is granted three days in advance by the Dept. of Transportation (610-437-4780).** Students should arrive at the assigned stop 10 minutes before the indicated bus arrival time and should wait at least 10 minutes beyond arrival time in the event that the bus is early or late. Students may not walk to or from school, or to any other location, unless **written parental permission** has been submitted and approved by the office. Bike riding, skateboarding, rollerblading, etc., to and from school is not permitted. Students must act in accordance with all transportation rules. A Bus Conduct Referral may be issued for any behavioral offense occurring on the bus, at the bus stop, or on the way to the bus stop. Accumulation of Bus Conduct Referrals may result in suspension of bus riding privileges.

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STUDENT DROP OFF AND PICK UP

Students are to be dropped off in the main entrance of the building that faces the High School.

Please drop off students between 8:35 AM and 8:45 AM. Students will only be allowed in the building when we have personnel in place (8:35 AM). **Please pull in at an angle and turn your front tires to enable you to pull away from the curb without putting your car in reverse.**

Dismissal begins at 3:10 PM. Please pick up the child no later than 3:30 PM. After 3:30 PM, students must be picked up in the main office. Proper identification will be required.

Note: If transportation is to be provided by someone other than a legal parent/guardian, a signed parental note must be provided for student release. Photo ID is required by all adults picking up students.

STUDENT HARASSMENT (Bullying, Sexual Harassment, Discrimination)

Purpose: To maximize learning, every individual deserves a safe, comfortable environment, without interference.

Definitions:

Bullying – A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he/she has difficulty defending himself or herself.

Examples of behaviors that are considered bullying and that make an individual feel uncomfortable in their environment:

- Verbal – written or spoken put-down, threats, gossip, comments, or name-calling.
- Physical – unwanted touching, pushing, shoving, tripping, pinching, tickling, stalking, spitting, shunning, or exclusion.
- Sexual – verbal or physical unwelcome and unwanted conduct of a sexual or sexist nature, sexual propositions or threats, lewd comments or jokes, sexual gestures, obscene noises, leering, inappropriate or unwanted touching, unwanted use or display or pornographic materials.
- Racial/Ethnic/Religious – any harassment referring to a person’s race, national origin, or religion.
- Cyber Bullying – Verbal or psychological bullying that occurs on the Internet through e-mail, instant messaging, or personal profile websites such as Facebook, Twitter, Snapchat or Instagram; and via cell phone by text messages or digital pictures.

Steps an individual should take if bullied:

1. Walk away.
2. Talk to a teacher, counselor, and/or administrator.
3. Write down the following:
 - a. What happened (who said/did what)?
 - b. When and where it occurred.
 - c. Who else saw it?
 - d. How it made you feel.
 - e. What you did or said.
 - f. Who you told about this.
4. If comfortable, tell the person that his/her behavior (be specific) is bothering you and tell that individual to “stop.”

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HAZING

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of Education.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The Board encourages students who have been subject to bullying and/or hazing to report such incidents promptly to the building principal. The principal will conduct a thorough and impartial investigation as per board guidelines (*see board policy number [247](#) and [249](#)*).

NOTE: If any attempt during the course of the harassment investigation to resolve or have the conflict cease is unsuccessful, the administration reserves the right at any time to refer the incident to the Whitehall Police Department. It will then be at the discretion of the police department whether harassment charges are filed in reference to Pennsylvania Crimes Code 2709 Harassment.

NON-DISCRIMINATION / TITLE IX SEXUAL HARASSMENT

The Whitehall-Coplay School District is an educational entity that believes in ensuring a safe, nurturing, healthy and non-discriminatory learning and teaching environment for all members of the school community. The Board also believes in ensuring the opportunity for all members of the school community to reach their full potential through access and participation in all District educational activities and programs.

Statement on Non-Discrimination: The Whitehall Coplay School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.

On May 19, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), published amended federal regulations implementing Title IX, the federal statute addressing discrimination on the basis of sex in education programs and activities. The regulations become effective on August 14, 2020.

In compliance with the new Title IX regulations, the Whitehall Coplay School District designates Mr. Christopher A. Schiffert, Assistant to the Superintendent as the Title IX Coordinator. Contact information for Mr. Schiffert is as follows:

- 2940 MacArthur Road, Whitehall, PA 18052
- 610-439-1431
- schiffertc@whitehallcoplay.org

Any questions regarding Title IX or the application of related policies can be directed to the Title IX Coordinator.

Please refer to WCSSD Board Policies [103](#) and [104](#) for information related to Non-Discrimination/Title IX Sexual Harassment.

SCHOOL SECURITY

Visitors are required to report to the main entrance on the parking lot side of the building to be buzzed in by the receptionist. Visitors must sign in with the school receptionist and state the purpose of visit before being directed to any other building area. When picking up students, adults are required to present a photo ID.

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SWPBIS

The Whitehall-Coplay School District has adopted a School-Wide Positive Behavior Intervention Support program in each of the schools. Zephyr Elementary has BEEZ expectations (**B**e safe; **E**ncourage each other; **E**xcel in all you do; **Z**ephyr pride.) Students are rewarded with BEEZ bucks for demonstrating positive and appropriate behavior in all areas of our instructional day (bus, hallway, classroom, cafeteria, recess and even the restrooms.) Students then redeem their bucks in our school store.

B – Be Safe
E – Encourage Each Other
E – Excel In All We Do
Z – Zephyr Pride

DISCIPLINE CODE

Students will adhere to the discipline code as published and explained in the [WCSD Board Policy](#), available online. All disciplinary measures are subject to approval by administration. A positive and safe atmosphere is an important part of the learning experience. Responsibility for our actions and respect for self and others form the foundation of the learning experience. Administration, faculty, students, and parents all have a stake in the success of our school community.

PENNSYLVANIA CODE 12.2 STUDENT RESPONSIBILITIES

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time for all classes and other school functions.
 - (8) Makeup work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

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VIOLATION OF RULES, SCHOOL, OR DISTRICT POLICY MAY RESULT IN THE FOLLOWING:

- Student conference
- Parent conference by phone or in school
- Referral to school counselor
- Detention during or after school hours
- Assignment to the school planning room
- In-school suspension (1-10 days)
- Out-of-school suspension (1-10 days)
- Referral to social or legal agency
- Expulsion from WCSD (requires School Board hearing)

Consequences for disciplinary referrals are considered on an individual basis and at the discretion of administration in compliance with the school district disciplinary code.

Note: When a student is assigned after-school detention, parent pick-up is required at the time specified by the attending administrator. A parent conference will take place in order to establish clarity and support toward resolution of the existing problem.